

JOB ANNOUNCEMENT

Executive Director Delaware Criminal Justice Information System (DELJIS)

Open for Recruitment: November 13, 2021 – December 10, 2021

Salary: \$98,215

Location(s): Dover, with travel in the State of Delaware

SPECIAL NOTIFICATION: This position is exempt from state merit service and shall be appointed by and serve at the pleasure of the Delaware Criminal Justice Information System Board of Managers.

The Delaware Criminal Justice Information System (DELJIS) is responsible to manage and maintain an accurate and efficient criminal justice information system in Delaware consistent with Chapter 85 and 86 of the Delaware Code and applicable federal law and regulations. Critical to the mission of DELJIS is the need of criminal justice agencies and courts of the State for accurate and current criminal justice information, and the right of individuals to be free from improper and unwarranted intrusions into their privacy.

The Delaware Criminal Justice Information System Board of Managers (Board) is recruiting for an Executive Director who possesses leadership and initiative to carry out the goals of the agency and the Board. Candidates must possess a broad knowledge of criminal justice and a demonstrated capacity to administer a multi-faceted technology program.

The Executive Director must also have knowledge of organizational management including personnel supervision and be knowledgeable about public policy, state legislation and the activities of criminal justice agencies.

Responsibilities

- Assure of the efficient and reliable operation of the hardware, software, and database that comprise the Criminal Justice Information System (CJIS); thereby, effectively collecting, storing, and disseminating criminal justice information through the automated system to authorized users.
- Prepare and manage an annual budget, and such other funds as are designated for the development and operation of the Criminal Justice Information System.
- Provide such administrative support to the Board as may be necessary.
- Prepare of policy or procedure to implement Chapter 85 and 86 of the Delaware Code.
- Serve as the Chief Operational Officer of the Criminal Justice Information System.
- Prepare an annual report on the status of the Criminal Justice Information System.
- Provide for automated security, including secure access for all authorized users through the administration of the Delaware Criminal Justice Information System security programs.
- Employ effective and technologically adequate software and hardware designs to prevent unauthorized access or modifications to any information contained within the Criminal Justice Information System.
- Ensure that access to computer facilities, systems operating environments, data file contents, and system documentation, whether in use or stored in a media library, shall be restricted to authorized agencies and authorized users.

- Maintain complete and accurate records.
- Assure that training programs are established for all automated systems within the scope of the Criminal Justice Information System and provide for adequate documentation and manuals for the use of such systems.
- Provide for the continued operation of the Criminal Justice Information System, including such maintenance as required.
- Provide the management of the Criminal Justice Information System data, assuring the effective use of the information resource.
- Assure that all Criminal Justice Information System developments shall meet the requirements of the state criminal justice system and its authorized agencies and provide for the effective management of the development process.
- Develop, supervise, and manage approximately 30 staff (full-time, part-time, and contractual).

For more information on the duties of the DELJIS Executive Director visit <https://delcode.delaware.gov/title11/c086/index.html>

Minimum Qualifications

Degree in criminal justice or information technology related field is preferred. Extensive executive level experience in leadership, administrative management, criminal justice, and policy development is desired. The following qualifications would be met by experience working in the criminal justice or information technology fields as well as management experience including supervision and budgeting.

- Experience in providing services and supports for people in the criminal justice community.
- Knowledge of the primary federal and state requirements for criminal justice information.
- Knowledge of key public policy issues and experience presenting to stakeholders (policymakers/legislators/government officials).
- Knowledge of the legislative process.
- Knowledge of grants and funding.
- Experience in budgeting and fiscal management systems.
- Experience managing staff.
- Experience providing support and working with government boards and committees.
- Ability to communicate effectively and clearly, both orally and in writing.

More About Us

DELJIS has an annual operating budget of approximately \$3 million. DELJIS has over 10,700 active users with direct and indirect access, 420 authorized agencies, and over 18,000 programs encompassing 170 files. There are over 10 million charge records in the CJIS database. DELJIS is governed by a 16-member board of volunteers and state agency representatives, who are responsible to ensure that all authorized agencies collecting, storing, or disseminating criminal justice information comply with Chapter 85 and 86 of the Delaware Code and applicable federal law and regulations. The Executive Director position supervises approximately 30 staff (full-time, part-time, and contractual) located in Dover, Delaware. The Executive Director is accountable to the Board for all DELJIS operations. The Board Chairperson is the lead contact for exercising that accountability.

Visit us online at <https://deljjs.delaware.gov/>

How to Apply

All interested parties should submit a letter of interest, resume, and consent form (attached) by email to the address below on or before December 10, 2021.

E-mail: jeffrey.horvath@cj.state.de.us
Please indicate "Executive Director, DELJIS "in the subject line.

**Thank you for your interest in
the Delaware Criminal Justice Information System**



STATE OF DELAWARE
DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM (DELJIS)
802 Silver Lake Boulevard
Suite 101
Dover, Delaware 19904

Telephone: 302-739-4856

Fax: 302-739-6285

**CONSENT FOR CRIMINAL BACKGROUND CHECK
AUTHORIZATION/WAIVER FORM**

I hereby give permission for Delaware Criminal Justice Information Systems (DELJIS) and its representatives to obtain information relating to my potential criminal history, incident, and motor vehicle records.

The background check may include arrests and subsequent disposition along with other criminal justice data. This is a name and date of birth check only and all listed information will need to be supplied.

NAME: _____

SEX: _____ RACE: _____

DATE OF BIRTH: _____

This information is for the limited use of pre-employment screening and will not be maintained or stored. Data will be used and destroyed upon final review process (not to exceed 45 days). The final candidate will need to submit to a fingerprint-based check, prior to selection. Your signature below indicates that you agree with these terms and conditions.

Signature of Applicant

Date